

FIELD OPERATIONS BUREAU

FOOD STAMP UNIT (FSU)

TRANSMITTAL NUMBER: 09-07

May 18, 2009

TO: All Food Assistance Action Committee (FAAC) Members
and Field Operations Bureau (FOB) staff

SUBJECT/PURPOSE: Retention Policy of Quality Control (QC) Records

RELATED REFERENCE: QC Policy Memo 06-01

SUPERSEDES: Transmittal 05-03 (FS) November 22, 2005

EFFECTIVE DATE: Upon Receipt

BACKGROUND:

The purpose of this transmittal is to inform FAAC QC supervisors and FOB staff of record retention requirements for QC review periods. Federal regulations stipulate that QC records must be retained for three years following the fiscal closure.

INSTRUCTIONS:

Retain the QC records for three years after the close of the federal fiscal year.

FFY	Retain Until
2005	06/2009
2006	06/2010
2007	06/2011
2008	06/2012
2009	06/2013
2010	06/2014
2011	06/2015
2012	06/2016

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